

# Texas Historical Commission

## Job Vacancy Notice

**Position Title:** Project Reviewer, Division of Architecture/History Programs Division  
**(Two Positions Available)**

**Classification Title:** Program Specialist II/III

**Job Posting Number:** 19-17

**Salary:** \$3,800.00 - \$4,200.00 (Monthly)  
\$4,000.00 - \$4,700.00 (Monthly)

**Salary Group/Class#:** B18/1571 Program Specialist II  
B19/1571 Program Specialist III

**FLSA:** Exempt

**Opening Date:** 10/19/2018

**Closing Date:** Until filled

**Duration:** Regular, Temporary (3-5 years)

**Hours/Week:** 40

**Work Location Address:** Elrose Building, 2<sup>nd</sup> Floor, 108 West 16<sup>th</sup> Street, Austin, TX 78701 or  
Luther Hall, 105 West 16<sup>th</sup> Street, Austin, TX 78701

**JOB OBJECTIVE:** Perform advanced historical research and architectural preservation work related to project review in the Division of Architecture and/or History Programs Division. Perform architectural review work (technical and consultative assistance) in an office and field setting. Perform Section 106 compliance review, as per the National Historic Preservation Act of 1966, as amended, for determination of eligibility for the National Register of Historic Places (NRHP) and effect for projects with involvement by various federal, state and/or local entities. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

### ESSENTIAL DUTIES:

1. Determine NRHP-eligibility for non-archeological properties statewide. Apply NRHP criteria to a wide array of property types. Review and perform advanced historical research.
2. Provide technical assistance on preservation, rehabilitation, and restoration of historic properties. Perform on-site consultation with the public, consultants, and government officials regarding appropriate preservation techniques.
3. Review construction projects under Section 106 of the National Historic Preservation Act. Make determinations of NRHP eligibility and the effect of a project on eligible properties.
4. Administer grants under the Hurricanes Harvey, Irma, and Maria Emergency Supplemental Historic Preservation Fund (HIM-ESHPPF) program.
5. Participate in conferences and workshops and speak to communities and professional groups about the Texas Historical Commission's programs to encourage participation.
6. Serve as a liaison to agency staff, government agencies, community organizations, consultants, project professionals, and the general public to explain and provide technical assistance on program specifics and requirements. Work with local, state, and national preservation-related organizations.
7. Develop agreement documents.
8. Assist in the collection, organization, analysis, and/or preparation of materials in response to requests for program information and reports.
9. Requires close coordination with program staff, Division Director, THC Executive Director, and the National Park Service on high-profile and complex projects as needed.

10. May assist in developing and updating agency website and social media content.
11. Extensive writing, researching, editing, public contact and speaking.
12. Adhere to established work schedule with regular attendance.
13. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

14. Write and/or process and present National Register nominations.
15. Administer Texas Preservation Trust Fund grants.
16. Review construction projects in the areas of Antiquities Code of Texas, Recorded Texas Historic Landmarks and State Antiquities Landmarks.
17. Advise the building owners and architects regarding compliance with the Americans with Disabilities Act and Texas Accessibility Standards as implemented in historic buildings.
18. Perform other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):**

**Program Specialist II**

- Master's degree in architecture, architectural history, historic preservation, history or a closely related field, or a professional 5-year Bachelor of Architecture degree in architecture from an National Architectural Accreditation Board (NAAB) accredited architecture program;
- Minimum two years of professional work experience on historic preservation projects in the private or public sector, in a preservation non-profit organization or university program;
- Meet National Park Service Professional Qualifications Standards in Historic Architecture or Architectural History (36 CFR Part 61);
- Direct experience conducting archival and primary-source research, evaluating the historic significance of properties and applying National Register criteria to properties;
- Experience in applying the Secretary of the Interior's *Standards for the Treatment of Historic Properties*;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

**Program Specialist III**

- Master's degree in architecture, architectural history, historic preservation, history or a closely related field, or a professional 5-year Bachelor of Architecture degree in architecture from an National Architectural Accreditation Board (NAAB) accredited architecture program;
- Minimum three years of professional work experience on historic preservation projects in the private or public sector, in a preservation non-profit organization or university program;
- Meet National Park Service Professional Qualifications Standards in Historic Architecture or Architectural History (36 CFR Part 61);
- Direct experience conducting archival and primary-source research, evaluating the historic significance of properties and applying National Register criteria to properties;
- Experience in applying the Secretary of the Interior's *Standards for the Treatment of Historic Properties*;
- Experience working directly with architects and/or property owners to develop treatment recommendations, monitor activities and execute historic preservation projects;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

**PREFER:**

- Experience providing technical information and/or preparing plans, specifications and/or reports for historic preservation projects;
- Regulatory project review experience related to the National Historic Preservation Act, applicable state laws or local preservation ordinances;

- Experience preparing or reviewing National Environmental Policy Act (NEPA) documentation, such as Categorical Exclusions and Environmental Assessments;
- Work experience with disaster recovery and/or FEMA review and compliance;
- Work experience in writing, proofreading, editing and completion of National Register nominations and historic context reports.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of federal regulations related to Section 106 review;
- Knowledge of Texas history, geography, and architecture;
- Knowledge of architectural principles, techniques and procedures;
- Knowledge of historic building materials and assembly methods;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in interpreting architectural plans and specifications;
- Skill in conducting primary source and archival research;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to gather, assemble, correlate, and analyze facts;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

**REGISTRATION, CERTIFICATION, OR LICENSURE:**

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

**ENVIRONMENT/PHYSICAL CONDITIONS:** Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer and may require working extended hours and some evenings and weekends, as needed. May involve travel, occasionally overnight, traveling by plane or car, and frequently driving for long distances.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the Work In Texas website at [www.workintexas.com](http://www.workintexas.com). You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

**Additional Military Crosswalk information can be accessed at:**

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

**For New Hires/Rehires:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY**

**AFFIRMATIVE ACTION EMPLOYER**